



Frederick County Board of Elections

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MINUTES of the April 8, 2020 Meeting of The Frederick County Board of Elections

The meeting was called to order at 12:45 PM, via video and teleconference by the Board President, Mrs. Mary Lou Green.

PRESENT:

Mary Lou Green, President
Shirley McDonald, Vice President
Lawrence C. Hill, Secretary
Mary Costello, Board Member
William L. Woodcock, Board Member
Daniel B. Loftus, Board Counsel

Stuart Harvey, Election Director
Noreen L. Schultz, Election Deputy Director
Christine Winer, Election Supervisor
Marc R. Welch, Election Administrative Assistant

GUESTS:

Deborah Carter, Democratic Central Committee
Steve Barrett, Republican Central Committee
Jim Filson, League of Women Voters
Dr. Barbara Brookmeyer, Frederick County Health Officer

COVID-19 UPDATE:

Dr. Barbara Brookmeyer, FC health officer provided the Board with an overview of the current COVID-19 situation in Frederick County. She suggested incorporating environmental and engineering controls to help protect voters, staff, and election workers during in-person voting. The Board discussed the update with Dr. Brookmeyer.

((Dr. Barbara Brookmeyer exited the call @ 1:07 PM))

COUNCIL:

The Council had their first virtual meeting using Microsoft Teams and it worked well via live stream, and on the County cable channel 19.

APPROVAL OF MINUTES:

Mr. Woodcock made a motion to approve the February 5, 2020 Board Meeting minutes. Mr. Hill seconded, and the motion passed unanimously.

Mr. Hill made a motion to approve the March 4, 2020 Special Board Meeting minutes. Mrs. Costello seconded and the motion passed unanimously.

ELECTION DIRECTOR'S REPORT:

Mr. Harvey summarized the contents of the written Election Director's report and provided copies to the Board. The Board discussed the report.

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OLD BUSINESS:

A) FY20 BUDGET

Mr. Harvey provided an update on the current budget status. Spending level is reduced due to working remotely.

B) TEMPORARY HELP

Mr. Harvey updated the Board on the status of the temporary staff. They are currently laid off while full-time staff is on telework. He anticipates they will return subsequent to the Governor's determination of the status of the June 2nd Primary.

C) 2020 GENERAL ASSEMBLY

Mr. Harvey updated the Board on the status of the election-related bills passed in the abbreviated General Assembly session. The Vote by Mail bill has passed, and includes a provision for pre-paid postage on ballot return envelopes. The expense would be split 50/50 with the State Board. This would be in place for the June 2nd Primary Election. He provided an overview of the other bills passed. The Board discussed the legislation.

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NEW BUSINESS:

A) TELEWORKING

Mr. Harvey explained the telework process being used by the staff. Staff rotates through the office to process mail for VR on a daily basis. Staff is handling phone calls via voicemail, as well as email, and social media.

B) 2020 ELECTION CALENDAR – REVISED

Mr. Harvey walked the Board through the draft revised election calendar for the 2020 June 2nd Primary. This calendar is based on the SBE Comprehensive Plan submitted to the Governor on April

3, 2020. The calendar is subject to change based on the Governor's decision. The Board discussed the calendar.

C) SBE PLAN FOR JUNE 2 PRIMARY ELECTION

Mr. Harvey explained the SBE plan for the June 2nd Election. It will involve mailing a ballot to every registered voter, as well as 1 to 4 vote centers on Election Day. Mr. Harvey recommends opening 2 vote centers in Frederick County: Frederick Senior Center, and Urbana Library. The Board discussed the plan. Mr. Harvey will be drafting a letter

D) CANVASS BOARD

Mr. Harvey advised the Board that during the post-election canvass the Board will do much of the work virtually, and not be present at the canvass on a daily basis. The logistics will be developed following the Governor's determination. The Board discussed the plan.

E) MUNICIPAL ELECTIONS – UPDATES

Mr. Harvey updated the Board on the activities of municipalities surrounding their elections.

F) STAFF CHANGES

Mr. Harvey provided the Board with an update on Carl Dayley's impending departure to join the Washington County Board of Elections on May 6, 2020. Mr. Harvey also advised the Board that a PIN for the Elections IT Specialist position. The position closes on April 18, 2020. Logistics for the hiring process will be worked out.

SCHEDULE OF NEXT MEETING

The Board scheduled its next meeting for Wednesday, May 6, 2020, via video and telephone conference.

EXECUTIVE SESSION

At 1:48 PM, Mr. Harvey requested the Board adjourn the public meeting and proceed to Executive Session. This action is in accordance with the authority granted under the Annotated Code of Maryland, General Provisions Article, Section 3-305 (b)(1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals; and Section 3-305 (b)(7) to consult with counsel to obtain legal advice.

Mr. Woodcock made a motion to proceed to executive session. Mrs. McDonald seconded, and the motion passed unanimously.

The Board recessed briefly to switch to the private phone conference for the executive session, and reconvened at 1:53 PM.

ADJOURNMENT

Mr. Hill made a motion to adjourn the meeting. Mr. Woodcock seconded, and the motion passed unanimously.

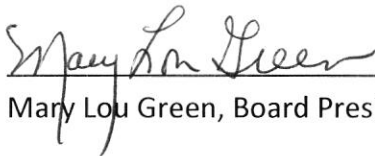
Meeting adjourned at 2:16 PM.

Respectfully submitted,



Marc R. Welch
Election Administrative Assistant

Approved by:



Mary Lou Green, Board President

3/12/21
Date